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| **Delivery Cluster Prac Options if not in class** | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **COMMENTS** |
| **TAE Cluster 3 Delivery**– Introduction | Q1 | ☐   Multiple choice questions | **Clear this from your ‘To Do’ list first**– there are optional Delivery topic video’s here – you don’t need to watch them if you’re OK on the topic – just answer the quick multi-choice Qs under each to click through |
| **TAE Cluster 3 Delivery**– Project 4 Knowledge Q | Q1 – Q25 | ☐   Knowledge Questions | **Knowledge Bank of Q’s** from textbook chapters 5 & 6 (or Delivery Cluster Training Manual from aXcelerate) – complete these first and get out of the way |
| **TAE Cluster 3 Delivery**– Project 1 Workplace Learning Pathway 1 | Q1  Q2      Q3 | ☐   Individual Learning Plan 1  ☐   Session plan 1 and the training resources required to deliver (if applicable)  ☐   Trainer/3rd Party Evaluation – Workplace Instruction | **Project 1 & 2 are identical** – just for two separate skills that you demonstrate 1:1 in the workplace (ie how to lift correctly / tie a knot )  You need to upload 3 x items here:  **Q1: An Individual Learning Plan** – see template or can use workplace Training Plan ie some sort of goal setting / action plan that you might document for a private student (including how to review)  **Q2: Session Plan** for a 10-15min skills demo session on your selected skill  Q3: If you have access to a TAE holder they can watch / sign off a **3rd party report**OR you can upload a video to Q3 of Projects 1 & 2 on and we’ll do a Trainer Evaluation form after watching |
| **TAE Cluster 3 Delivery**– Project 2 Workplace Learning Pathway 2 | Q1  Q2      Q3 | ☐   Individual Learning Plan 2  ☐   Session plan 2 and the training resources required to deliver (if applicable)  ☐   Trainer/3rd Party Evaluation – Workplace Instruction |
| **TAE Cluster 3 Delivery**– Project 3 Group Based Training | Q1  Q2        Q3  Q4    Q5  Q6      Q7  Q8 | ☐   Pre-Training Preparation Checklist  ☐   Communication relating to organisational & training logistics (at least 2)  ☐   Session plan training delivery 1 & resources used  ☐   Session plan training delivery 2 & resources used  ☐   Training Attendance Records (both sessions)  ☐   Training Evaluation 3rd Party Observation Checklist  ☐   Trainer Self & Session Evaluation  ☐   Learner Questionnaires (min 2) | Q1 – Pre-training checklist – use one of your own or complete template  Q2 – 2 x examples of pre-training comms eg FB advert / flyer / email or welcome pack sent to students  Q3 & Q4 – Session Plan for 2 x 40min training sessions (& any resource used like powerpoint / handout etc)  Q5 – Attendance Record (showing group of 8+ / can be Zoom version) – see templates or can use your own  Q6 – ditto Q3 above from Projects 1 & 2 (but for 2 x 40min sessions)  Q7 – 2 x student feedback forms) – see templates or can use your own  Q8 – Self Evaluation – – see templates or can use your own |